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78-6245/23

OLC # 78-5409/3

19 October 1978

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for Operations
Deputy Director for National Foreign Assessment
Deputy Director for Science and Technology
General Counsel
Legislative Counsel
Comptroller
Inspector General
Director, Public Affairs
Director, EEO

FROM: Deputy Director of Central Intelligence

SUBJECT: CIA Goals Meetings

STAT

As you know, the DCI decided [redacted] to continue our CIA Goals discussion in more depth in a series of quarterly meetings. I have met with DDS&T on 17 October and would like to use that meeting as a general model for the remainder of this quarter. Attached is the DDS&T format for the agenda which I would like to use for your meetings. Your office/division chiefs are also invited to participate.

In addition, I would like each of you to add one additional goal for discussion at your meeting: progress towards implementing the changes in CIA Personnel Management policies and procedures. Following is the schedule for meetings for this quarter:

9 November 1978 -- NFAC -- 1030-1200
21 November 1978 -- DDO -- 1000-1130
5 December 1978 -- DDA -- 1000-1130
14 December 1978 -- Public Affairs -- 1000-1100


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Other staff offices will be scheduled as necessary and appropriate. Vince Puritano will discuss further details with you before your scheduled meeting.

STAT


Frank C. Carlucci

cc: DCI

Attachment:

Suggested Agenda Format

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Agenda for DDCI Goals Meeting
DATE

1. GOAL: (One sentence explanation of goal)
PRESENTER: (Name and title of division chief/office head who will lead the discussion)
PROGRESS TO DATE: (2-3 sentence explanation of program and/or issue in your area that you would like to discuss with the DDCI)
MILESTONES: (Brief explanation of action and date by which it will be completed, e.g.,
 - Complete FY-78 program actions (approx. date)
 - Initiate FY-79 program execution (approx. date)
 - Defend FY-80 program to OMB (approx. date)
 - Initiate FY-81 program formulation (approx. date)
 - Complete FY-81 program formulation (approx. date))
2. (REPEAT FORMAT AS ABOVE)

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